

California National Guard - Human Resources Office

Army Active Guard Reserve (AGR) Officer Vacancy

Statewide Vacancy Announcement

1 POSITION

Announcement Number: 053-13		Opening Date: 22 January 2013	Closing Date: 26 February 2013
Position Title: Recruiting & Retention Officer / BN S-1 OIC	UIC/TDA/UMR Para/Line Number: W90EAA/007A-02	DMOS/Branch: 01A00/Branch Immaterial	Maximum Grade: O2 Minimum Grade: O1
BDE/Unit Name and Address: SRCOM: 100th TC HQ's Recruiting & Retention BN 2882 Prospect Park Drive Rancho Cordova, CA 95670	Selecting Official: Battalion Commander		Personnel Eligible to Apply: Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/> Officer <input checked="" type="checkbox"/>
Security Clearance Requirement: <input type="checkbox"/> None <input type="checkbox"/> Top Secret <input checked="" type="checkbox"/> Secret <input type="checkbox"/> Top Secret SBI/SCI <input type="checkbox"/> National Agency Check-LC		Minimum Education Requirements: BOLC-B	

Note: Statewide means: Must be a Current California Army National Guard Member in order to apply.

Conditions of Employment

IAW AR 135-18 and NGR (AR) 600-5 applicants must meet the following requirements prior to applications being forwarded for board consideration:

- This position is in the Full Time Military Force (FTM) – Active Guard Reserve (AGR) program. Initial AGR tours are three (3) years.
- Applicants that are currently on an Excepted Federal Technician status and are selected for the AGR Program must resign or separate from their Technician position prior to the effective date of hire. Selected applicants will submit a copy of their Technician resignation to the AGR Branch prior to AGR orders being published.
- Officer or Warrant Officer who has not received a referred officer evaluation report under the AR 623-3, in the past 36 months preceding the date of application or the scheduled date of entry in the AGR Program.
- Soldier must not have been relieved for cause from any duty position in the 36-month period preceding the date of application for the AGR Program, or the scheduled date of entry in the AGR Program.
- Soldier must not be Flagged (Adverse, APFT, or Height and Weight) or be in a Medical Non-Deployable (MND) status (IAW AR 40-501, pregnancy is not a disqualifying condition).
- Soldier must currently meet the security clearance requirement.

Applicants selected for the AGR Program and meeting any one of the following disqualifications, will require a NGB waiver prior to entry:

- Unable to serve a minimum of three (3) years on AGR Status prior to achieving eighteen (18) years-active federal status, retention control point (RCP) or reaching the age of 60.
- Entitled to military retired pay.
- Was voluntarily released from the AGR program for 2 or more days and one year has not elapsed since the date of the release.
- IAW AR 135-18, Table 2-1 Rule C (1). Prior to entry on AD or FTNGD in the AGR program, applicants must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV). HIV test must be within six months.

- IAW AR 135-18, Table 2-1 Rule C (3) and NGB-ARH-08-025. Prior to entry on AD or FTNGD in AGR Program, applicants must meet medical fitness standards. PHA must be within 12 months.

Primary Duties and Responsibilities

Responsible for the logistics, recruitment, retention and training of the Recruit Sustainment Program for Officers. Responsible for direct coordination with 3 Reserve Officer Training Corps (ROTC) host Battalions on all matters regarding the Simultaneous Membership Program, Dedicated Guard Scholarships and all aspects of the California Army National Guard. Supports the State's ARNG Recruiting and Retention effort and Strength Maintenance Program. Coordinate with enlisted recruiting force to synchronize officer recruiting efforts. Direct Coordination with National Guard unit leadership on all aspects of officer strength management. Proficient in understanding administrative functions such as; memorandums, waivers, Table Distribution Allowances (TDA's), Unit Manning Reports (UMR's), Vouchers, Man-Power, etc. Be able to support, plan, and execute Recruit Sustainment Program Officer (RSP-O) drills and training. Serves as the S-1 Officer for the Recruiting and Retention BN; serves as the SME for personnel matters to the BN and BDE Command Group, four subordinate companies and detachments on all personnel and administrative programs involving readiness, HR policy, personnel accounting and strength reporting, and personnel services with a focus on officer/enlisted promotions, evaluations, medical readiness, separations, and legal actions. Develops, manages and directs personnel systems which support and implements programs concerning the personnel of the Command. Interprets regulations for individuals, subordinates, and commanders. Domain Administrator for iPERMS, MILPOAPPS, and BN Portal. Leads, trains, and supervises an S-1 Section. Serves as the RRB Headquarters company commander.

Desired Requirements:

Experience and knowledge of all aspects of Officer Strength Management to include; recruiting/qualifying potential applicants per NGR 600-100 and AR 135-100. Have completed the Officer Strength Management (OSM) course, or complete it within one year of appointment. Be familiar with all ARNG Personnel automated systems. Recent experience in personnel management with a strong understanding in medical and dental readiness programs. 42B qualification is highly preferred.

Specialty Qualification Requirements

- Officers applying must currently hold a valid Specialty Skill Identifier (SSI). Officers who have not completed Basic Officer Leadership Course (BOLC) are ineligible to apply.
- Must have no documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Officer.
- Must have no non-waivable record of disciplinary action under UCMJ or patterns of behavior which indicates a lack of integrity, or which is inconsistent with the position of trust.
- Must have no non-waivable convictions or other adverse disciplinary convictions for criminal offenses listed as a misdemeanor or felony outlines in AR 601-210, chapter 4.
- Military Status: Full-Time Military Title 32 Section 502 (f) (AGR).

Instructions for Applying

Applicants must, as a minimum, submit the following documents: If required item(s) are missing from your packet it will be returned to the applicant due to lack of information: **(Please No binders)**

- Applicant's Worksheet found at <http://www.calguard.ca.gov/cahr/Pages/ArmyAGR.aspx>. Ensure that all items are completed in Parts I and Part II of the Notification of Results California National Guard Position.
- NGB Form 34-1 dated 20101105 (with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one of the application.
- Three-quarter-length photograph (from the quadriceps up) in a duty uniform (Class A, B or ACU) taken within the previous 12 months ("Official" DA Military photograph is not required). Recommend 3 X 5 portrait, Best is 4X6 portrait.
- Officer biographical summary.
- Completion of Officer Basic Course.

6. **Certified copy** of DA Form 2-1, Officer Record Brief (ORB), or Personnel Qualification Record (PQR).
([Certified Copy – See frequently asked questions](#))
 7. All OER's for the last three years. Supervisor must provide a written statement or memo providing information as to why Soldier's OER's are not available. Applicants in the grade of O1 must submit at least one letter of recommendation. This letter should state current duty assignment, ability to perform assigned duties and demonstrated potential.
 8. **Certified copy** of current DA Form 705 (APFT), within six months for "on-board" AGR soldiers, and within 12 months for traditional guardsmen. Ensure that height and weight are annotated.
([Certified Copy – See frequently asked questions](#))
 9. Must meet standards IAW AR 600-9, submit body fat worksheet (if applicable).
 10. Current IMR record printout from MEDPROS (Available on AKO).
<https://apps.meds.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select IMR record).
 11. All DD Form 214 (s) and NGB Form 22 (s) covering any active duty period (copy must include bottom portion that identifies SPD code).
 12. RPAS statement (NGB Form 23B retirement points statement).
 13. Security Clearance Letter of Verification. (Letter of Verification can be obtained from the Brigade level Security Manager).
 14. Current DMV print out (within six months) must be enclosed with this packet. Must have a current driver's license. DMV online Driver's record can be submitted if it shows soldier's name, current address, current driver license status and history on it. California DMV link: <http://dmv.ca.gov/online/dr/welcome.htm>. Soldiers unable to obtain a current DMV print out due to mobilization must provide a memorandum of justification. Upon return from mobilization, Soldiers must provide a DMV print out prior to orders being published.
- Applicants who answer YES to questions 8 or 12 – 16 of section IV, NGB Form 34-1 20101105, or have not completed initial entry training (IET) are ineligible to apply to include: **DD Form 214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 3, 8, and 635-200 Chapter 11.**
 - **Submit application to:** Joint Force Headquarters, ATTN: NGCA-PER-AGR, Box 5, 9800 Goethe Road, Sacramento, CA 95827-3561. Please see the frequently asked questions on our web page. **DO NOT USE APPROPRIATED GOVERNMENT FUNDS TO MAIL APPLICATION.**
 - **Note:** If you are unable to obtain a copy of your MEDPROS, a certified copy of DA Form 2-1, ERB, PQR and/or RPAS statement, a written request must accompany your application or call AGR Branch at 916-854-3404. **COMPLETE APPLICATION (TO INCLUDE REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR BRANCH NOT LATER THAN CLOSE OF BUSINESS ON THE DATE THE ANNOUNCEMENT CLOSES. INCOMPLETE APPLICATIONS WILL BE RETURNED UNRATED.**

Remarks

The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.